



THE DUKERIES
ACADEMY

Year 10 Careers

Name:

Tutor group:

Lesson 1 - Reflecting on my career journey: past, present and future

Revisiting what makes a career journey (5 mins)

Write down at least **three** things you're doing to support your career journey.

- 1.
- 2.
- 3.

Reflecting on who I am (30 mins)



Self-reflection means taking time to think about our thoughts to understand ourselves better.

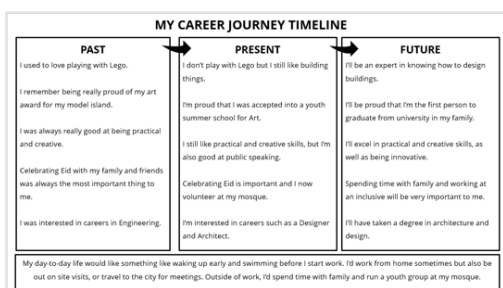
Self-awareness involves us knowing things about ourselves such as our strengths, likes, and values.



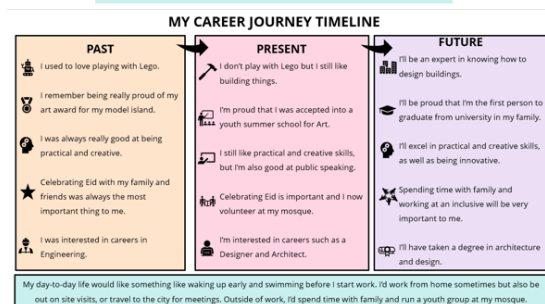
Write down why these concepts are important when considering your career journey.

1. Pick which 'career journey timeline' [template](#) you'd like to use.

A. Text only



B. Text and icons



Continue the rest of this activity on the [template](#) or on the next page. Return to this workbook when you've completed the activity.

What are my upcoming challenges? (5 mins)

1. What is your biggest challenge in the next five years?	2. Write down what makes it so challenging for you.	3. Write down how to overcome this challenge.

What are my career values? (10 mins)

1. Look at the 16 career values and then, fill in the table:

1. Having money and being paid well	6. Being an expert in something	12. Being able to develop, grow, and improve your skills
2. Knowing what's going to happen	7. Feeling that your situation is secure	13. Being in charge of projects and people
3. Having lots of thrills and excitement	8. Having lots of variety in the work you do	14. Having a good work life balance
4. Having the power to make decisions and instructions	9. Having an effect on things and people	15. Working with others in teams to achieve things
5. Knowing that other people think highly of you	10. Accomplishing what you set out do	16. Being innovative and coming up with new ideas

1. Pick the least important value	
2. Pick the three most important values	
3. Pick the most important value	

2. Write down the type of careers that might support and conflict with your values. Use the example to help.

14. Having a good work life balance



Support:

A job where I can work from home



Conflict:

A job where I'm on a call e.g. a doctor

Value:

Support:

Conflict:

Recording an activity (10 mins)

1. Log on to Unifrog and go to [Activities](#).
2. Click 'Add an activity'.
3. Choose one thing you wrote down in this lesson to add to the tool.

Use the example to help.

Title: My art project

Activity type: Independent Academic Work

Description: I created a 3D model of an imaginary island. I sketched my island design on paper. Then, I used modelling clay to create the basic shape and left it to dry. I used acrylic paints to add colour. I used fake grass and moss. I added additional structures such as trees, houses, boats, animals, and bridges. I was awarded an academic excellence award in art and design for my model, and it is on display in the art building.

Select skills: Creativity

Date started / finished: January 2023 – April 2023

Referee: Miss McDonald

Lesson 2 - Exploring employer profiles

Who do I want to work for?

Think about your 'ideal' future employer. *What traits does this company have?* Write down at least five examples, using the sentence starters to help you.

- My ideal employer allows employees to...

- My ideal employer is based...

- My ideal employer offers benefits like...

- My ideal employer values skills such as...

- My ideal employer provides...

Pair up with someone else and review your answers together.



Discuss:

- Are there are similarities?
- Are there any differences?
- Why isn't there one 'ideal' type of employer that suits everyone?

An introduction to employer profiles

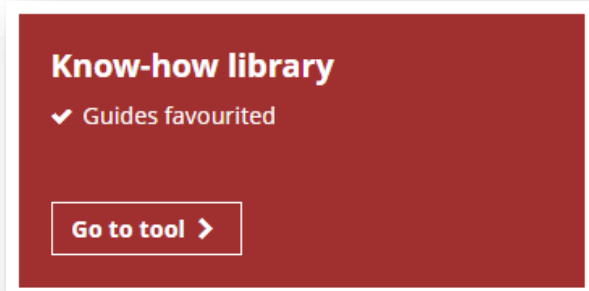
In the Know-how library, there are lots of employer profiles for you to explore! Let's look at how the employer profiles are typically structured:

Section	Description
Video	Most profiles start with an introductory video so you can hear directly from current employees at the company.
Connect	Here, you can send a message to the recruitment team for this company.
Upcoming events	Here, you can follow the links to explore live vacancies, virtual open days, employability events, work experience opportunities, etc.
At a glance	Here, you can see a brief overview of the employer to learn the key facts about them.
Full description	Here, you can read more about what it's like to work at the company and learn how you could join the team.
Good stuff from elsewhere	Here, you can follow the links to the employer's own website for further information.
Relevant career sectors and relevant careers	Here, you can follow the links to related career sector and career profiles.

Which section of the employer profile do you think is most useful and why?

Exploring employer profiles

- Log in to your Unifrog account and open the [Know-how library](#).
- Scroll down to filter '[by employer profile](#).'



Write down your answers to the following questions whilst you're browsing employer profiles.



Challenge: Try to answer each question for a **different** employer.

Employer	Question	Answer
	1. What qualifications are required to work at this company?	
	2. What is a benefit of working at this company?	
	3. How could you join this company at entry-level?	
	4. What skills does this employer look for in applicants?	
	5. How could you prepare for an application / interview at this company?	

Preparing for employment

When browsing the employer profiles, you may have read some of the following suggestions for how to prepare for the recruitment process:

a) Research skills required for the role you're interested in	b) Gain some work experience	c) Research the company and its values
d) Keep up to date with the company's latest news	e) Do some wider reading about the industry	f) Attend events ran by the company
g) Make sure your CV matches the role you're applying for	h) Build up your skills with extracurricular activities	i) Participate in related online courses (e.g. MOOCs)

Working in pairs or small groups, your challenge is to reach a unanimous decision about the **three most useful** pieces of advice.

Advice: A / B / C / D / E / F / G / H / I (*delete as appropriate*)

This is a useful piece of advice because...

Advice: A / B / C / D / E / F / G / H / I (*delete as appropriate*)

This is a useful piece of advice because...

Advice: A / B / C / D / E / F / G / H / I (*delete as appropriate*)

This is a useful piece of advice because...

Key takeaways

Complete the table to summarise some key takeaway messages from today's lesson.

One skill that employers value	One job role you've read about today	One fact about an employer you've learned today

Lesson 3 - What type of career is best for me?

Talking about careers

- 1 To me, a career means climbing the ladder – you start off in a low paid job and then get promoted.
- 2 Any career I have would need to fit around my life, not the other way around.
- 3 I have loads of different interests and ideas. I don't want to have to choose just one to earn money from.
- 4 I can't think of anything worse than being stuck in the same job for 40 years. I'd be so bored!
- 5 To me, a career means not staying in one place. You move to different jobs at different organisations.

Looking at statements 1-5, I agree with statement _____ most, because....

Looking at statements 1-5, I agree with statement _____ least, because...

What's the difference between a career and a job?

Alfie tells his friend, *"I don't want a career, I just want a job!"*.

In this box, write down what Alfie's friend could say to help him understand the idea of a career better.

What are the different types of careers?

Match the type of career to its description (a-d)

Single track career

a. Moving from job to job at different companies or organisations. You might move to a promoted position, you might do a "sideways move" into a similar job, or you might step down into a role with fewer responsibilities.

Serial career

b. Doing two or more different jobs at the same time. This might involve a mixture of working freelance for different clients, taking on short term projects or contracts and/or running a small business.

Portfolio career

c. Choosing an industry, starting at the bottom and working your way up by getting promoted. Some people call this climbing the career ladder.

Lifestyle career

d. A career built around work/life balance. This might mean choosing a job to fit around your hobbies, such as becoming a ski instructor or a yoga teacher, or it might mean finding a job that allows you to balance your work and family roles easily.

	a , b, c, d
Single track career	
Serial career	
Portfolio career	
Lifestyle career	

Choosing a career type

What type of career would you suggest for each person?

Person	1. What type of career would you suggest?	2. What are the benefits of this career type?	3. What are the risks or drawbacks of this career type?
1. <i>To me, a career means climbing the ladder – you start off in a low paid job and then get promoted.</i>			
2. <i>Any career I have would need to fit around my life, not the other way around.</i>			
3. <i>I have loads of different interests and ideas. I don't want to have to choose just one to earn money from.</i>			
4. <i>I can't think of anything worse than being stuck in the same job for 40 years. I'd be so bored!</i>			
5. <i>To me, a career means not staying in one place. You move to different jobs at different organisations.</i>			

Using the Unifrog Careers library tool

	My example lifestyle career is _____	My example traditional career is _____
How might you spend your time? Think about what kinds of activities you'd do during work time and leisure time.		
What kind of standard of living would you have? What could you afford to have/do?		
Would doing this job enable you to make a contribution to your community? If so, how?		

What type of career is right for me?

Single track career

Portfolio career

Lifestyle career

Serial career

What type of career do you think would suit you best, and why?

I think a _____ career would suit me best, because....

Lesson 4 - Wellbeing in the workplace

Wellbeing in the workplace: work-life balance

Complete the table below, about strategies that some people use in the workplace to manage their work-life balance.

Strategy	1. Why do you think the strategy would help you maintain a work-life balance?	2. What reasons might mean the strategy isn't effective for everyone?
A. 'I always leave work at 5:00pm, even if I haven't finished my to-do list for the day.'		
B. 'I don't respond to work-related emails outside of my working hours.'		
C. 'I go for a walk during my lunch break as I enjoy the fresh air.'		
D. 'If my workload is too high and I'm feeling stressed, I have a conversation with my manager.'		

Wellbeing in the workplace: mental health

- In pairs, each select one question to answer.

1. How could employment improve your mental health?	2. How could employment harm your mental health?

- Then share your ideas with each other, so you have answers written down for both questions.

Wellbeing in the workplace: reasonable adjustments

Under the Equality Act 2010, **poor mental health** can be considered a **disability** if it causes a substantial, adverse, and long-term impact on your ability to carry out everyday tasks.

This means you're **protected against discrimination** because of your mental health and your employer must make **reasonable adjustments** for you.

Examples of reasonable adjustments:

Support with managing workload	Change working hours	Increase 1:1 support
Flexible working hours	Challenge attitudes of colleagues	Provide training
Allow working from home	Manage volume of work	Job redesign or redeployment
Allow time off work for appointments	Change the physical work environment	Phase return to work after time off

For each scenario, identify a reasonable adjustment an employer could put into place.

Scenario	Reasonable adjustment
1. Jackie has a cognitive behavioural therapy session scheduled for the same time as a department meeting.	
2. Mae experiences high levels of anxiety when travelling on public transport during peak hours when it's very busy.	
3. Yama is feeling overwhelmed by a large project. They're having catastrophic thoughts about the work.	
4. Helen experiences fluctuations in her mental health – no two days are the same.	
5. Tristan sometimes experiences sensory overload when the office is too loud. The sounds of people talking, laughing, playing music, and sounds from laptops make Tristan feel very anxious.	

Wellbeing in the workplace: discrimination

Scenario A: You walk into your boss' office, and you hear them say 'Wesley probably isn't the best person for the promotion – he's had so much time off work recently because of his depression.'

1. Why would this be an example of discrimination ?	2. What could you do in this situation?	3. What should the employer have done instead?

Scenario B: Your colleague has asked if they can work early shifts because the medication they take to manage their schizophrenia symptoms causes tiredness in the evenings. Your manager has scheduled them for all five evening shifts next week, saying that 'no one gets to choose their hours.'

1. Why would this be an example of discrimination ?	2. What could you do in this situation?	3. What should the employer have done instead?

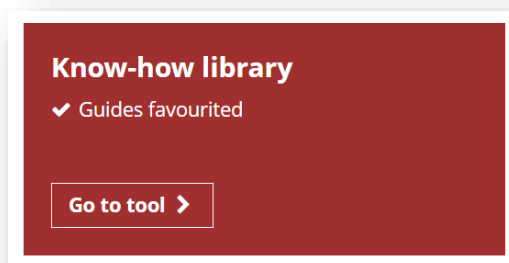
Wellbeing in the workplace: health and safety

What do you think an **employer** has the responsibility to do to look after the **health and safety** of their employees?

Create a list of as many ideas as you can:

Using the Unifrog Know-how library tool

- Log in to your Unifrog account and open the [Know-how library tool](#) and scroll down to 'Search by keyword' to find the guide titled '**Wellness 101**.'
- Or click this link: '[Wellness 101](#).'
- Rate how satisfied you are with each dimension of wellbeing, out of 10.



Dimension of wellbeing	Your rating out of 10
1. Physical	
2. Mental and emotional	
3. Occupational	
4. Social	

Dimension of wellbeing	Your rating out of 10
5. Environmental	
6. Intellectual	
7. Spiritual	
8. Financial	

One way I can improve my _____ wellbeing is...

3-2-1

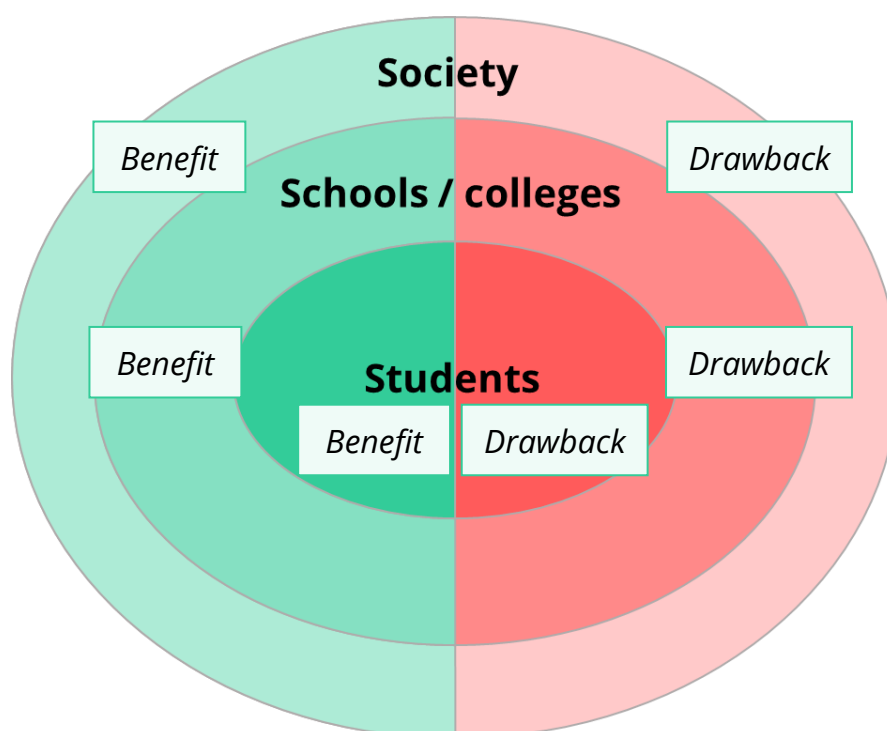
Complete the table, to summarise the key takeaway messages from this session.

Workplace reasonable adjustments for mental health conditions	Health and safety responsibilities that employers have	Strategies for a healthy work-life balance
• • •	• •	•

Lesson 5 - In person, hybrid, and remote: what works best?

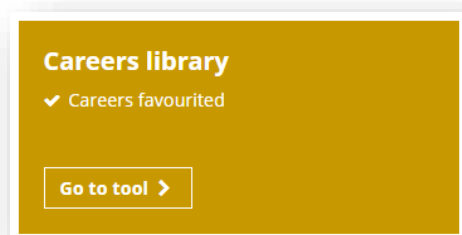
The impact of the global pandemic

Fill in at least one benefit and at least one drawback of **online learning** for each group of people.



Remote working

- Log in to your Unifrog account and open the [Careers library](#).
- Find and add to the table on the next page:
 - Two jobs that can be done remotely **all** of the time.
 - Two jobs that can **never** be done remotely.
 - Two jobs that can be done remotely for **part** of the time (hybrid working).



a) Remote	b) In person	c) Hybrid
•	•	•
•	•	•
•	•	•
•	•	•

Share your answers with the person / people sitting near you, so that you each have at least **four** examples for remote, in-person, and hybrid working in your table.

Based on your lists of example jobs for each category, answer the following questions:

1. What types of tasks can be done remotely?	2. What types of tasks must be done in person?

Changing patterns of employment

Complete the following statistics about how work has changed across the world as a result of the global pandemic by **highlighting** the correct answer.

1. _____% of companies worldwide are fully remote (2022).

• 16%	• 26%	• 36%	• 46%
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2. _____% of global workers believe remote working is 'the new normal.'

A. 25%	B. 50%	C. 75%	D. 100%
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3. _____% of employees want their work to be either hybrid or remote in the future.

A. 37%	B. 57%	C. 77%	D. 97%
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4. _____% of people working remotely report reduced stress levels.

A. 50%	B. 55%	C. 60%	D. 65%
---------------	---------------	---------------	---------------

5. _____% of people think that remote / hybrid working would improve their work-life balance.

A. 50%	B. 61%	C. 72%	D. 83%
---------------	---------------	---------------	---------------

6. Companies that allow remote work have _____% less employee turnover.

A. 15%	B. 25%	C. 35%	D. 45%
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Review the completed statistics on the PowerPoint slide.

Which statistic surprises you the most and why?

Different viewpoints

Read the different employee / employer opinions about **remote** working below.

'I no longer use my car – I'm saving a fortune on fuel!'

'I can't keep an eye on my staff – I don't know if they're being productive or not when they're at home.'

'I live by myself and it can be really lonely working from home.'

'My dog has never been happier – I love getting to walk him during my lunch break.'

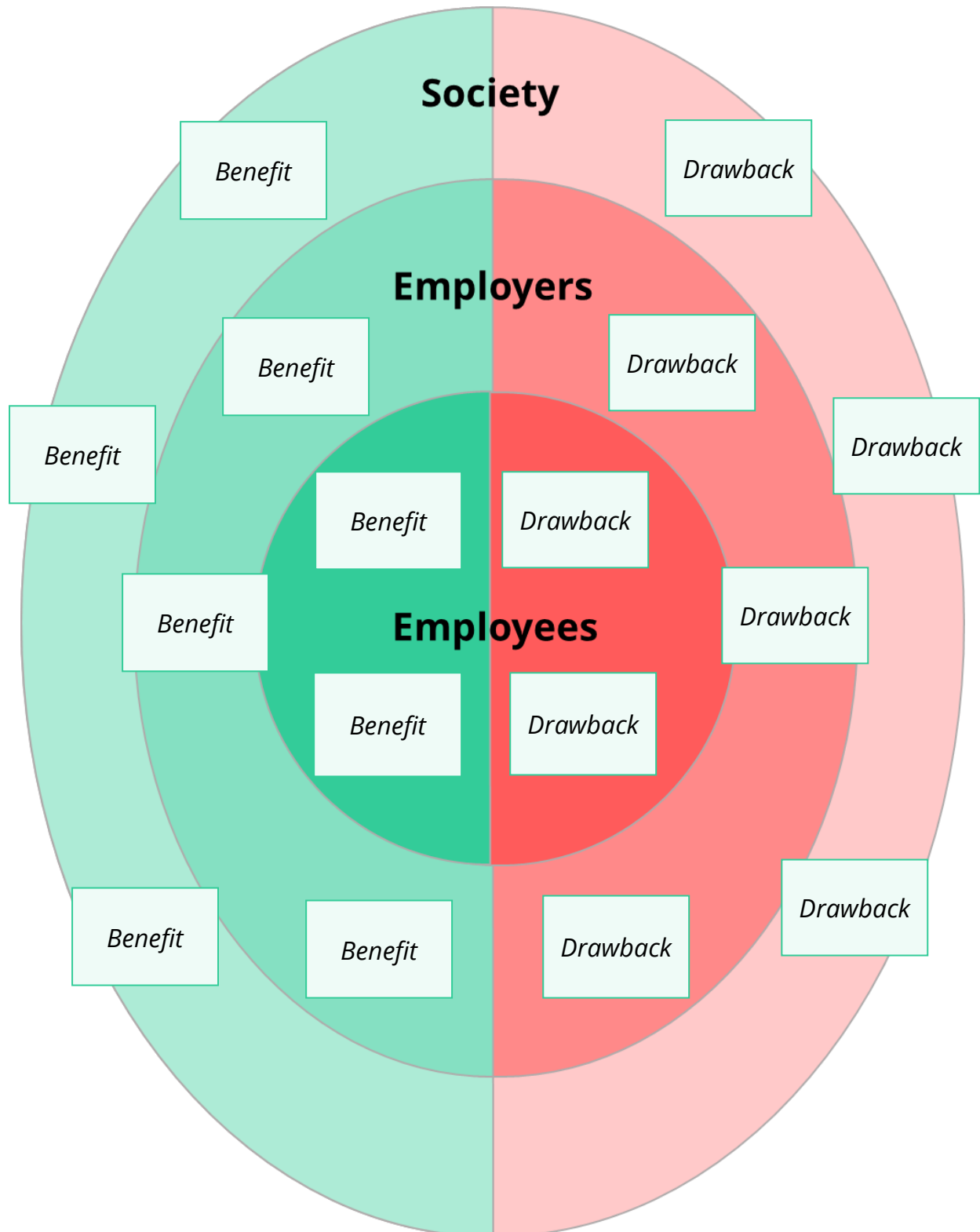
'Meetings aren't as effective over Zoom – people often have technical problems.'

'I find it hard to stay focused on my work – there are lots of distractions at home.'

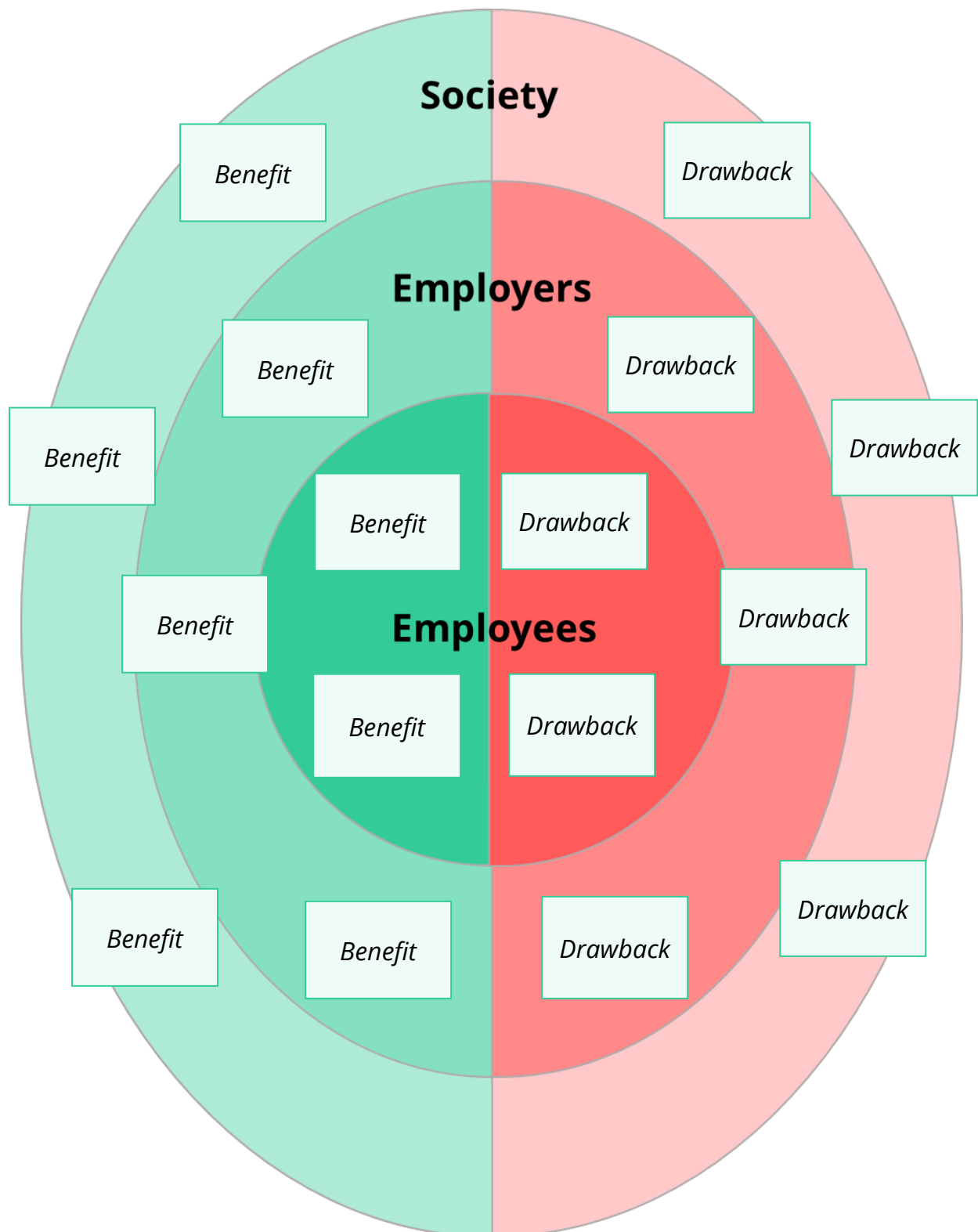
Why do you think people's opinions about **remote work differ so much?**

Evaluating different working environments

1. Fill in **at least one** benefit and **at least one** drawback of **remote working** for each group of people.



2. Fill in at least one benefit and at least one drawback of **in-person working** for each group of people.



Hybrid working

1. Highlight the **benefits** from each of your diagrams on the previous pages that apply to **hybrid workers**.
2. Highlight the **drawbacks** from each of your diagrams on the previous pages that apply to **hybrid workers**.



Discuss:

- Why might some people choose **hybrid working** if their career allows it?

What would suit you?

What type of work do you think would best suit **you** and why?

I think **remote** / **in-person** / **hybrid** *[delete as appropriate]* working would suit me because...